REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR/OS-13

25X1

1. TITLE OF REPORT (if a fill-in report include Form No.)		2. TYPE OF REPORT	STATISTICAL
Projected Use of [blank]			X NARRATIVE
			MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		X	TRAINING		ADMIN. GENERAL
	LOGISTICS			SECURITY		OTHER (specify)
	MEDICAL			FINANCE		

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
3	Semi-Annually	1 (OTR/EA)

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
Memo		YES	IF YES GIVE ADP PROCESSING NO.	Memo from OTR/EA, 1 Dec and
	X	NO		1 June (each year)

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
DC/OS/ST	0

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-7	4.50		.5		2.25		2		4.50

B. COSTS OF COMPUTER PRODUCED REPORTS

	TOTAL COSTS PER YEAR	4.50

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

We were asked to do this. We have no idea how useful it is.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
		MAN-HOURS	DOLLARS
[ ] RETAIN AS IS [X] OTHER (explain) Don't know.			
[ ] CHANGE		?	? STAT
[ ] DISCONTINUE			

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
5 October 1970	Chief, Operations School/TR	[blank]

25X1

FORM 142
9-70

(22-36-43)